

# Office Administration

**Provider:** Alaska Job Corps

**Length:** 12 Months

**Cost:** \$0

**Cost Unit:** Cost of the entire program

## Website

<http://alaska.jobcorps.gov/vocations.aspx>

Students will learn to perform a variety of clerical tasks in the office including telephone etiquette, scheduling appointments, mail processing, filing, and document formatting.

## Related Occupations

Cargo and Freight Agents

Executive Secretaries and Executive Administrative Assistants

Insurance Claims and Policy Processing Clerks

Office Clerks, General

Procurement Clerks

Secretaries and Administrative Assistants, Except Legal, Medical, and Executive

Word Processors and Typists

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